

Saint Agnes-Sacred Heart
MIDDLE SCHOOL
ADMINISTRATION OFFICE
100 Broad Street/ PO Box 31
Hilltown, PA 18927
Telephone: 215-822-9174
Fax: 215-822-7942



Saint Agnes-Sacred Heart
PRIMARY SCHOOL

393 North Main Street
Sellersville, PA, 18960
Telephone: 215-257-3571
Fax: 215-257-8036

EMERGENCY INFORMATION PACKET 2011-2012

Enclosed in this packet is information that needs to be completed as soon as possible **NO LATER THAN WEDNESDAY SEPTEMBER 14, 2011**. Please excuse all of the repetition of information. The safety and well being of your child is our main concern.

PUPIL EMERGENCY INFORMATION

Emergency Information Page 2 (Top) must be completed because EMERGENCY EARLY DISMISSAL occurs for a variety of situations. **It is your responsibility as to inform your children and the school of the procedure they are to follow.** Any changes to procedure are to be made in writing to the principal. **We will not accept changes made over the phone.**

Emergency Information Page 1 (Bottom) with parent's signatures must be on file in the PRIMARY SCHOOL and MIDDLE SCHOOL offices. For the safety of your child, the school should always have an emergency number to contact a family member.

For your convenience, the website www.sashschool.com has the **Emergency Information Page 1 & 2** in PDF Fill-in Form available. Don't forget to sign Page 2. Check under DOWNLOADS - WELCOME BACK.

EMERGENCY INFORMATION FOR TEACHER USE

A copy of the **Emergency Information Page 1 & 2** will be copied and given to your child's classroom teacher. A second copy will be sent home for your reference throughout the school year. It is a good idea to review early dismissal procedures, as indicated on the card, with your children.

ALERT NOW COMMUNICATION SYSTEM

The ALERT NOW communication system will be activated when the school must close for an EMERGENCY EARLY DISMISSAL. All phone numbers and e-mails that are indicated will be used in an emergency. Alert Now System will also be used to communicate non-emergency information to parents using the primary (home phone) number and primary e-mail.

Please update the information which is included. Notify the school in writing of any changes to the system as they occur during the school year.

SHELTER IN PLACE

Shelter-In-Place is an emergency plan put in effect in the event of a weather related incident or an environmental emergency. Notification would come via our local police, fire or county emergency agency.

During a Shelter-In-Place emergency, students, faculty, staff and administration gather in a common area. The entire school building remains in a **LOCK DOWN** mode. **This means that no one may enter or leave the building until an all Clear comes from the local authorities.**

A Rubbermaid type shoebox for each child is to be prepared with the child's name on the outside. Include the following items; **water, packaged snacks, tissues, activity book, sharpened pencil, and hand sanitizer** (*an encouraging love note is a nice option*).

MEDICATION FORM

To be completed by your physician for any medication that must be administered during school hours including over-the counter medications. **NO MEDICATION** is distributed to your child without this form.

This form can be obtained on our website www.sashschool.com click on DOWNLOADS and the **MEDICATION FORM** is listed under medical forms.